



**Handbook of Policies and Advice
for UNICA Congresses**
and guidelines for organising a Young UNICA Workshop
(EN)

Applicable from 24 November 2019

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These guidelines are continually updated and supplemented on the basis of new experience.

1. Preliminary Remarks

The UNICA Congress is organised every year in accordance with:

- the UNICA Statutes
- the UNICA Rules of Procedure
- the regulations of the UNICA World Competition

If a National Organisation intends to organise a UNICA Congress, it should notify the UNICA Committee (General Secretary) in writing 3 to 4 years before the intended date. The UNICA Committee examines the application and submits it to the General Assembly.

In principle, the General Assembly decides three years before the Congress on the allocation to a National Organisation.

In this handbook, the National Organisation, which hosts a UNICA, is referred to as the "organiser".

The UNICA Congress is organised as a partnership between the UNICA Committee and the organiser.

It is UNICA's international showcase and premier event. This determines the format for a large part of the week.

However, the UNICA Committee is open to suggestions for change.

The organiser usually forms an organising committee (OC) that plans and conducts the Congress.

It elects a President, who acts as the first point of contact between the UNICA Committee and the Organising Committee. The President of Congress need not be the President of the National Organisation.

The UNICA Congress usually takes place every year in August - ideally from Saturday to Saturday.

It is desirable that each UNICA Congress should have its own, country-specific style and thus differ from other Congresses.

Nevertheless, there are elements in the organisation and procedures that are absolutely necessary and must be carried out uniformly. These are described in this handbook.

At the request of the host, the UNICA committee can provide advisors to help. (A task force.).

All references to people refer equally to males and females.

2. Name / Logo / Advertising

The official name of the event week is: **UNICA Congress**.

The official name of the organisation is: **UNICA - Union Internationale du Cinéma**.

The formal logo is the globe with a film strip in blue on a white background.

The formal anthem is the music of the Finnish composer **Olli Ahvenlahti**. It is played when the UNICA flag is raised and lowered. A recording can be provided by the UNICA Committee.

The organiser must produce a promotional film that can be shown at the previous Congress.

On the Internet, the organiser must create a website on which important information for visitors can be found in at least the three official languages and, if possible, also in the national language of the host country.

3. Organising Committee (OC)

The OC should keep in constant contact with the UNICA Committee or the task force of the UNICA Committee.

The main members of the OC should have attended UNICA Congresses over the past three years.

In the year in which the UNICA Congress is held, a representative of the OC may participate in the meetings of the UNICA Committee without voting rights.

During the event, a person from the OC should be available as a point of contact for the technicians for special requirements (e.g. interruption of the projection.)

For medical emergencies, a person with medical skills should be present throughout the Congress.

For the excursions, people should be available to keep participants informed in the 3 UNICA languages.

Duties of the OC President

The designation "President" stands for both men and women.

The OC President welcomes visitors on the opening day. He/she introduces the programme of events at the beginning and end of the Congress and then hands over to the moderator of the opening event or to the UNICA President, as the case may be.

The President of UNICA then declares the UNICA Congress open and together both presidents hoist the UNICA flag.

On the day of the General Assembly, the OC President welcomes the delegates to the General Assembly and hands over the leadership to the UNICA President.

On the final day, together with the UNICA President, he lowers the UNICA flag and hands it over to the organiser of next year's congress.

The OC President is responsible for all announcements to the participants.

These announcements must always be made in the 3 UNICA languages: English, French and German.

4. Planning of the Congress

Details can be found in:

Annexe 1 Schedule for a UNICA Congress (Planning to Opening)

This has a helpful checklist of when each step of preparation should begin. It starts 3 to 4 years before the event.

Appendix 2_ UNICA Congress Standard Projection procedure

This suggests various ways to schedule the showing of national programmes through the week. Nothing is set in stone! Keep in mind that changes of any kind may affect the plans of the OC.

5. Content of the Congress

Annex 3: Content of the UNICA Congress

This annex lists the main elements of the Congress.

6. Forms & Fees

Visitor Registration for the Congress

The organiser prepares appropriate registration forms for the visitors in the year before the event. This may be an online form. Otherwise it must be available by post, e-mail or download from the organiser's website. The forms must be provided in three versions (English, French, German).

The forms should contain permission for UNICA to use the e-mail contact data (e-mail address) to send messages about the current event and the following event. You must comply with the data protection provisions of the European and national data privacy laws.

Entrance to the film screenings must be free of charge.

When registering Congress tickets, it is strongly recommended that you note which preferred UNICA language the participants speak and which language they understand. This facilitates the work of the organisation.

Congress Card (ticket)

Congress Cards must start to be sold no later than the beginning of the year in which the UNICA Congress takes place.

The organiser can determine the costs of the Congress card.

Experience has shown that the upper limit is approximately EUR 200.

It is strongly recommended that the price should not be based on previous years, but on what is offered.

In addition to making payments direct to the organiser's account, other payment options (cash on arrival) should be offered to avoid high fees. Ideally create a bank account with an IBAN number. When the Congress is held in most European Union countries that keeps the transfer cost of Euros (€). to the same as a transfer within the country.

Sometimes other transfer systems such as <https://transferwise.com> may offer a cheaper transfer cost, especially between different currencies.

From a specified date (usually from May / June) a surcharge may be levied on the costs of the Congress card and events.

We strongly recommended that you send an email or letter to the payee upon receipt of payment. This should acknowledge receipt and tell them that their Congress Card will be waiting for collection, when they arrive.

Usually, the Congress card is provided free of charge by the organiser for the members of the UNICA committee.

The costs of the Congress cards of the jury members and the translators as well as the costs for their accommodation and meals will be borne by the organiser.

The coordinator receives a congress card for his work.

UNICA supports young film makers in their participation in the congress.

A young author is defined as someone who is 25 years of age or younger and is in full-time education, but not at a film school.

- In years when there is no Young UNICA Workshop, UNICA pays 50% of the congress ticket for one young author per member country who attends the event and has a film in their national programme. The other 50% of the congress ticket is paid by the respective national organisation to the organiser when registering for the Young Author.
- In years in which there is a Young UNICA Workshop, UNICA will pay 50% of the Congress Card for one participant per member country, regardless of whether or not they have a film in their national programme. The maximum contribution of UNICA to the Young UNICA Workshop in 2020 and 2021 will be 1,800 Euro. For later years the maximum will be determined anew. The other 50% of the congress ticket will be paid by the respective national organisation to the organiser when registering for the Young Author.

UNICA receives 2.5% of the total income from Congress cards and tickets for individual events.

Start Times and Changes

- Programme changes at short notice (e. g. due to technical problems) must be discussed with the UNICA committee and announced as a written notice and via microphone.
- During all breaks make a clear audible warning 5 minutes before the start of the performances.
- It is imperative that the performance times, indicated in the programme booklet, be adhered to. In particular, it is important to start punctually.
- For events away from the main venue, leave a clear notice in English, French, German and the local language to tell participants who arrive late where to go. Give them a contact telephone number.
- Signs at the usual reception office and cinema should repeat this information.

7. Rooms

Rooms in general

The highest standards of health and safety must be maintained in all rooms, especially in the cinema.

It is desirable that Wi-Fi is available in the building.

For the entire Congress area, the organiser must take out a suitable liability insurance policy which gives cover in the event of accidents.

Congress hall / Cinema

- A hall for 250 - 300 people is required, which is suitable for film/video presentations.
- It must be 100% darkened.
- Emergency / safety lighting must be available
- Raked seating or a sufficient height of screen is required to allow subtitles to be read. For flat rooms, the lower edge of the screen must be at least 2m above ground level.
- In addition to film projection, the stage should also be suitable for opening and closing events (speeches, award ceremonies) if they are to be in the cinema.
- Seats must be comfortable enough for an audience that has to spend up to 8 hours a day in them.
- The cinema should be accessible without barriers as far as possible. If there are several entrances to the hall, it may be possible to equip one entrance with a ramp for wheelchairs.
- A suitable sound system, microphones for announcements and a table for prizes at the award ceremonies are required. ((Microphone requirements for jury discussions are listed in Appendix 4 Jury Checklist and for the General Assembly are listed below. **!**
- a screen at least 4 metres wide
- Video player for PAL in agreement with the UNICA committee.

- Video projector with sufficient light intensity
- A sound amplifier system suitable for the hall.
- Preferably, and strongly recommended, a backup set should be available.
- Space and equipment for simultaneous translation must be available.

Room for the General Assembly

- If there is no special room for it, the UNICA General Assembly can take place in the cinema. (Further regulations see below)
- Otherwise we need a room with space for up to 90 people and with translation facilities in 3 languages (De / En / Fr).
- Tables with microphones and name cards must be provided for the Committee by the OC.
- The room may be equipped with tables or with concert seating.
- Places for delegates with identification signs of the participating countries must be provided by the OC.
- At least 2 wireless microphones with assistants are required for the delegates' speeches.

Room for UNICA Committee Meetings

- A room for the UNICA committee with tables and at least 16 seats.
- In the room, power connections for laptops, as well as a printer (preferably a laser printer) and paper for the production of notes for the jury, for preparation of the list of winners for certificates and other printed matter. It only needs to print black and be quick, but must be capable of using paper up to 200gsm.
- Since the UNICA Committee meets during the Congress often and at various times, the room must be available at all times. It must not be the same room as the jury room.

Jury Room

- A room for the jury with seats for 8 people is required.
- The room must be close to the cinema
- Sockets for the operation of laptops and extension cables must be available.
- Drinks (water / soft drinks / coffee / tea) and biscuits or snacks etc. should be available wherever possible.

Room with projection technology for the selection of the WMMC

- A room with table and chairs for approx. 6 persons is required for the selection of films for the WMMC.
- A projection facility for the minute films with sound and projection surface is required.

Rooms for Workshops/Side Meetings/Young UNICA

- If several workshops and side events are planned, make sure there are enough rooms of adequate size. The OC should discuss requirements with the workshop/side event organisers.
- The Young UNICA Workshops will require one or more dedicated rooms, with equipment for video editing and a monitor. The OC should discuss requirements with the UNICA Committee member with responsibility for Young UNICA.

Room for the meeting of the “Friends of UNICA”

- For the meeting of the "Friends of UNICA", a room with a loudspeaker system and the possibility of a film projection is required for approx. 2 hours.
- Room size should be for 50 persons.
- The possibility to consume lunch or dinner should be provided.
- This room should be located on the congress site or in the immediate vicinity of the congress.

Festival-Office

- An office for the OC organisers with telephone, computer, printing and copying equipment and an Internet connection is required.
- The Festival Office must be permanently staffed with people who understand the three languages of UNICA during the screenings or events in the Congress area. It is also the information centre for all UNICA participants who have questions or need help.
- The preparation of a list of doctors, banks, tourist offices, hospitals, etc. as well as a telephone list of the most important members of the OC and UNICA committee is required.

Quiet Room

We strongly recommend you have a room in a central location with a lounge as a bed. This serves as a rest room for sick or injured people.

Further rooms

As required and in coordination with the UNICA Committee

8. **Hotels and Restaurants**

- A suitable selection of hotels should be located near the event.
- When selecting hotels, please note that some visitors want 4 or 5-star accommodation, while others prefer cheaper options.
- Youth hostels, bed & breakfast and even campsites should also be offered as accommodation.
- If the Congress centre is not located in the immediate vicinity of hotels or accommodation facilities, notes on public transport need to be displayed (on an information stand) or a shuttle bus service for participants must be provided by the OC.
- When selecting hotels, it is also necessary to offer some rooms with barrier-free access for the elderly and people with disabilities.
- For participants of Young UNICA it is necessary to organise affordable accommodation with breakfast near the event. These can be private rooms or a youth hostel.
- For a maximum of one young author per country who takes part in the competition with his or her film, the OC cover the costs of accommodation.

9. **Film Submission**

- The National Organisations send their films electronically directly to the organiser of the UNICA Congress.
- The films must be received by the organiser at least 14 days before the start of the Congress. Receipt must be confirmed by the organiser.

10. **Documentation and Printed Film Programme**

The OC must produce a printed festival programme brochure and hand it out at the start of the week, to each Congress participant as part of the Congress card. Additional documentation can be provided for a fee.

The brochure must contain the following information:

- Projection programmes, including film titles, if possible, images from the films and of the authors and, where applicable, summaries.
- The programme of the other Congress events with details of excursions and festivities
- An introduction to the jury with short biographies of the jurors
- Greetings from local dignitaries and the UNICA President
- The documentation must be available in at least the three official languages of UNICA (English, French, German) and in the language of the host country.
- The film titles must be listed in the original language plus the three official UNICA languages and the language of the host country.

11. Film Presentation

- The film projection takes place in the order of countries drawn by lot in the previous year.
- The possibilities for scheduling the national programmes are shown in **Appendix 2 Standard Project Scheduling**
- Within each national programme, the National Organisation determines the order of presentation. Changes are only permitted in emergencies and require the approval of the UNICA Committee.
- The films must be announced on screen in their original language and the three UNICA languages.
- Films of the "Young UNICA" and "Film School" categories shall be announced as such in the programme booklet and in announcements before the screening (spoken and on the screen).
- Contributions that have not already been marked as "Young UNICA" or "Film School" on the registration form cannot be presented as such. These films can only be shown in the normal national programme.
- Films that are not suitable for young people must be marked by the National Association on the registration form. In the programme booklet and before the performance, the audience must be made aware of this in the 3 UNICA languages.
- Aim to present in the foyer, the picture and sound from the films being shown, so that participants arriving late can watch the film there without disturbing the screening.
- It is helpful to show a countdown on the screen for the two-minute break between each film.
- At the end of the breaks, a gong or a signature melody should be played before the start of a film, clearly audible in the hall and in the foyer, which announces the next screening (end of the break).
- Since film sound levels vary considerably and the number of people in the cinema varies, make sure that the technicians always check the volume in the cinema and make corrections.

12. **Jury, private and public discussions**

- The jury members are chosen by the UNICA Committee, who inform the OC. For emergencies (sudden resignation of a member of the jury), a member of the UNICA Committee is appointed as alternate member. For this task he/she will watch all films and take notes about them. If necessary, the representative can take over during the week. The representative is only required to take part in the jury discussion if he/she takes the place of a departing member of the jury.
- Each juror must use one of the three UNICA languages (English, French, German).
- The organiser is obliged to ensure the translation of the discussion into French, English and German and into the national language by means of a simultaneous translation installation. If this is not possible, this must be reported to and discussed with the UNICA Committee at least one year in advance.
- The jury consists of 5 people and is supported by a coordinator.
- On each day that films are shown, the jury conducts a public film review after every two or three national blocks. After the last jury discussion of the day, the jury has a private meeting.
- This private meeting can sometimes take a long time and may not be finished until early in the morning. If the jury members' overnight stay is not in the immediate vicinity of the jury room, the organiser must provide transport for the return of the jury members.
- The definitive vote will take place in a public session on the last morning of the event.
- The votes are recorded.
- UNICA provides the e-voting system free of charge.
- Special prizes (e.g. from sponsors) must be agreed in advance with the UNICA committee. The grounds on which such prizes should be awarded must be pre-defined.
- When registering jury members, the organiser should ask them when and where they arrive and leave. The organiser should arrange to transport the jury members and the coordinator from and to the airport, port, bus station or train station and their hotel.
- The members of the jury, the coordinator and the translators should be supplied with drinks and biscuits / snacks by the organiser during the film projection and during the breaks.
- Accommodation for jury members, coordinators and translators should normally be in the nearest hotel to the cinema. The organiser bears the costs of their accommodation and meals. Any accompanying partners bear the costs for their accommodation and meals themselves.

13. **General Assembly**

- Simultaneous translation of the General Assembly into 3 languages and into the national language is required and must be agreed with the Committee well in advance of the Congress.
- The OC shall make a sound or video recording for the Secretary General of the whole General Assembly.
- Microphones on the UNICA Committee table and a sufficient number of microphones for delegates shall be provided.
- The UNICA Committee is responsible for planning and implementing the procedures.
- Delegates are greeted by the President of the OC, who gives the floor to the UNICA President.

14. **Prize-giving, Prizes**

The list of award winners will be drawn up by members of the UNICA Committee following the jury's final decision and will be published after the award ceremony for UNICA visitors.

The hosting of the award ceremony must be coordinated with the UNICA Committee.

The organiser must provide the following prizes

- for the most interesting national programme,
- 1st, 2nd and two 3rd prizes for the WMMC

Each author receives a diploma.

The medals, pre-printed diplomas and voting system will be made available to the organiser free of charge by UNICA. Diplomas should be signed by the jury president and the UNICA president and UNICA General Secretary.

Presentations of the prizes should, if possible, include the number and title on the screen of every award-winning movie.

The organiser is free to present a souvenir gift to each participant in the competition.

15. Closing Ceremony

- The closing ceremony consists of the award ceremony and the presentation of the UNICA flag to the organiser of the next Congress.
- This act of handing over flags should take place immediately after the award ceremony.
- The timing of the award ceremony must be agreed with the UNICA Committee, taking into account the arrangements for the final evening (Gala). There must be sufficient time and opportunity to prepare for the evening.
- At the closing event or gala, the Secretary General will draw lots to decide on the order of the national programmes next year.
- It is strongly recommended that we do not combine the closing ceremony with other celebrations (e. g. anniversaries of the national association), as those make the event too long and complex.
- The maximum duration of the Closing Ceremony should be 2 hours.

16. Information

General information

- Participants expect detailed information on how to reach the host city, especially from the major airports. Some visitors will prefer international bus or rail services or to drive.
- Identify all local car parks and parking restrictions.
- Inform the participants on the website and in publications as well as through notices about local peculiarities of payment systems and opening hours of banks and shops.
- Inform the participants in good time about events that take place outside the cinema or the event hotel.
- Also repeat information during the week about the other activities, some of which take place in parallel, such as lectures and master classes. It is a mistake to think that everyone will read the program well!
- It is important to inform how disabled people can reach these rooms (lifts, ramps, etc.) in the congress building, during events outside the congress building and during excursions.
- It is always very popular when transportation from the airport / train station / bus station to the hotels is offered. This can be offered as an optional extra, for which visitors pay an additional fee. The times such shuttle services run should be fixed and announced in advance. It is rarely possible to suit the wishes of every delegate.
- If the venue and hotels are not close to the city centre, clear explanations and information on how to get there should be provided.
- If possible, it makes sense (and is easier) to have a team at each of the main hotels and at a central point (main venue for the screenings) to register guests and issue Congress cards.

- When registering at a single, central location, separate tables should be set up for each UNICA language (and the language of the country) with notices above head-height, so that they can be seen in a crowded room.
- For the main registration period, these desks should be placed at some distance from each other to avoid overcrowding.
- For general enquiries and problems of the participants, the reception desk must be staffed with people who can answer questions from participants in the 3 UNICA languages and the national language.
- Volunteers should wear easily recognisable clothing or accessories, so that they are clearly visible.
- It makes sense and is customary to issue name cards for each visitor showing their name and the events booked. The font should be large enough to ensure that the text is easy to read. Ideally, this information should be repeated on both sides. The cards should be easy to carry with a strap around the neck.
- It is desirable to design the cards in different colours for the organisation team, the UNICA committee, authors and normal visitors.
- It is customary to hand out a bag for each visitor with the registration and issue of the Congress card. If possible, bags with a name tag have proven to be useful for returning lost bags to their owners.
- Wherever it can be arranged, inform participants that wheelchairs can be provided for a small fee.
- Ask the participants when they order a Congress Card to specify any special diet they need.
- Many announcements can be presented in writing on the screen. It is advisable to prepare standard announcements during the preparation phase.
- Announcements must appear in all three UNICA languages and the local language. Often it is easier to read an unfamiliar language than to hear it through a speaker system. It can be difficult to hear when other participants are talking with each other.
- A noticeboard should be set up in a clearly visible place with information for the participants.

Information during the Congress

- No announcements shall be made during a national film block, except in an emergency.
- In principle, announcements and information must be made via microphone and/or projection on the screen in the three UNICA languages.
- In particular, changes to the programme must be announced in good time. Daily written information about changes and excursions is highly recommended.
- Near the entrance to the cinema, 1-2 tables should be available so that the National Organisations can provide programme leaflets about their films.
- Each National Organisation should hand over 6 programme leaflets to the jury and two programme leaflets to the member of the UNICA committee responsible for the archives.

17. **Events and Excursions**

During the Congress it is sufficient to arrange accommodation for 200-300 persons. Adequate provision should be made for participants (food, drinks, snacks and sanitary facilities.)

This is particularly important, as there is usually very strong demand for toilets during the short breaks.

Excursions

- For excursions by bus it is useful to divide the buses into language groups. Participants should optionally sign-up on lists 2-3 days in advance for the bus using their desired language.
- Normally there are two buses for English, two for German and one for French speaking participants.
- Each group must be accompanied by a guide who can speak the appropriate language
- The guides in the buses should provide simple, clear information about what participants should pay attention to, inform them about interesting tourist spots and meeting points.
- The bus drivers and bus attendants must be clearly informed about the destinations of the excursions.
- At stops they should point out toilets and give clear instructions about meals. Also give information about the length of breaks and about the place and time when the journey will continue.
- Longer journeys must be divided into individual sections. Most of the participants need frequent toilet breaks or regular snacks.

18. Arrangements for a Young UNICA workshop (YUW)

Contents:

- General
- Target group and recruitment
- Finances
- Accommodation and meals
- Workshop tutor(s) and programme
- Invitations and Deadlines
- Company
- Interaction Young meets Old(er)
- PR

In general

Organise a YOUNG UNICA workshop, IF POSSIBLE.

The organising committee of the host country takes responsibility for the group, although UNICA also has a moral responsibility.

It is helpful if the host country works closely with the UNICA Youth Officer. This person is currently Franka Stas (yuw@unica-web.one). The Youth Officer sends the official invitations to the National Organisations and can offer organisational help if the host country appreciates it.

Target Audience

- We invite each National Organisation to send a talented young author from their country, preferably one who has a film in the country's programme for the UNICA competition that year.
- The preferred age is 18 to 25 years. **The host country decides on the minimum age.** If the participants are not at least 18 years old, it must be ensured that responsible adults are "in Loco Parentis".
- The young filmmakers should be in school, college or university, but preferably not film students in their final years, because we cannot live up to their expectations. (The indication of persons in full-time education can be helpful in getting sponsorship and support, but also makes the group more closed. They are people who are used to the teaching and discipline of the classroom.)
- English is the language of communication needed in the workshop.
- The participants registered must attend **every day** of the YUW.

- * UNICA recommends 18+ for "legal" responsibility. Past experiences (shared by younger participants) have also taught us that it is important for group dynamics to consider the social aspect into which participants have entered or are entering a new phase of their lives. Younger students are less mature and interaction with older participants is much more difficult.

* If the participants are younger than 18, there must be adults who support the younger ones.

Recruitment of participants

1. For the YOUNG UNICA Workshop the UNICA Youth Officer sends an invitation to the delegates of National Organisations.
2. National Organisations should participate in youth festivals to find talented young authors.
3. National Organisations can also use social media to encourage young people in general to participate in national festivals and perhaps come to UNICA.

Purpose

First and foremost to promote UNICA among young people; to have younger ambassadors for the "UNICA Spirit"!

By giving talented young authors the chance of a lifetime to participate in the production of a film in an international context, to be coached by professionals and supported by local enthusiasts, to make friends from other countries, to improve their film and language skills, to discover a foreign country and, hopefully, to continue working together internationally in the future.

The films produced by the young authors in the workshop will be shown on the last Saturday before the closing ceremony, but the process of collaboration in an international context is by far the most important part of the experience. The quality of the resulting films is secondary! They have very little time to work on these films and, at the same time, take part in congress events such as excursions.

A secondary general objective is to strengthen the Congress through the participation of young people.

Finances

Start looking for funding for the workshop at least two years before the event.

It is very difficult to obtain funding from the European Union because UNICA extends beyond Europe. The EU requires at least three Member States to cooperate in organising the events it supports. Individual countries may not be able to provide support because the event is international and not national. But the rules can change and you can try.

Be warned that it is very hard work to get sponsorship and support.

You have to apply a few years before the event. Remember that support in kind can sometimes be as useful as cash - for example, using rooms or borrowing equipment.

- If the host country receives sufficient funds/sponsors, it may offer affordable (or free) accommodation (youth hostel) with breakfast near the event for one young author per country, preferably one whose film is participating in the UNICA competition.
- UNICA pays 50% of the congress ticket for one participant per member country, regardless of whether he/she has a film in his national programme or not. UNICA's maximum contribution is 1,800 euros in 2020 and 2021. The maximum will be reviewed for later years. The other half can be paid by the national organisation of each candidate or by the candidate himself.
- The limited UNICA support may not be sufficient to support one participant from each member country. The organising committee of the event may choose to supplement the 1,800 Euro from its budget to ensure that all participants receive the same financial support. If not, support will be provided on a first-come, first-served basis.

The national organisation can pay for travel and meals, or the young author (or parents) can pay for them.

Board and Lodging

Find suitable accommodation (student hotels, hostels, youth hotels etc.) and restaurants. If possible, organise the YUW at the same location as the festival. This is important for the interaction between young and old.

Workshop tutor(s) and programme

- The content of the workshop is the responsibility of the host country.
- Find a friendly professional as a workshop instructor/tutor.
- Choose a topic so as not to spend too much time on it while the young people agree on ideas for their film.
- The time to shoot their films during the festival week is limited; 4½ days because of excursions, WMMC etc. Communicate this to the instructor/tutor and the participants to avoid unrealistic expectations.
- Again, the process of cooperation in an international context is by far the most important experience.

Invitations and Deadlines

The UNICA Youth Officer must be informed (by the end of October at the latest) of the specifics of the YOUNG UNICA workshop (content workshop, tutor(s), accommodation and meals offered) in order to send the official invitations to the national organisations. She/he can also help to collect information about equipment, travel, nutritional needs, etc. from all registered participants if the host country wishes this help...

November

The official invitation with dates etc. will be sent to the representatives of all National Organisations.

End February

The registration deadline for the main participants per country.

31 March

The registration deadline for all "extra participants". *As a rule, additional places are only available if some country does not send a young author (if the host country can afford to invite extras).*

*** Why is the deadline at the end of February?**

- To check whether there are places for additional candidates after each National Organisation has had the opportunity to register a main participant.
- To inform the organisers in good time of how much accommodation they need.
- To help participants with their planning. Young people are starting to plan their summer holidays early, e.g. buying tickets for festivals. If they are only invited in May or June, they may have their own plans and cannot participate.
- To keep travel costs low. The sooner they know, the cheaper it will be for the flight, train and bus tickets for the participants. And there is time to find a job, to pay for the trip.
- To help you, the organisers, with the preparation. You must receive arrival information to organise a meeting with the participants, and to book accommodation. You will need details about the equipment that the young authors can bring along, in order to know what equipment you must provide, or rent.
- It is very difficult to obtain this information; young People no longer check their emails regularly these days. If the deadline is later in the year, it will be even more difficult to get the right information from them. especially in summer.
- Sending a text is the solution (you have their mobile phone number from the registration).

Organisation

- The organisers should appoint a special "YUW representative" for the organisation of the workshop and assistants with whom they can share if the main person in charge falls ill. Put them in touch with the UNICA Youth Officer - currently Franka Stas.
- Each national organisation must enter its main author on UNICA: www.unica-web.one (you will receive a username and password to register the participant online.)
- Ask delegates to provide personal information such as the young author's name, gender, date of birth, mailing address, and cell phone number to the UNICA Youth Officer and local YUW Representative. This will allow those people to communicate with each participant about travel information, equipment they can bring with them, etc.
- Ask participants about their background in the film business and the type of school they attend. This is important for the tutor(s) to anticipate the content of the workshop.
- Ask, as soon as possible, for the travel plans of the individual participants. Inform them from the beginning about the latest possible arrival time (depending on when the opening ceremony takes place, etc.)
- Arrange a welcoming committee at a meeting point at a station/airport and gather all the young people and accompany them to check-in at the ho(s)tel.
- Arrange all meals (if possible, with a nearby restaurant at reduced prices) for all following days, including breakfast.
- Be careful, there are usually many vegetarians among the young authors. Make sure you discuss the right meals with the restaurants. Nobody wants "another green salad" with every meal! Learned from Zeist, if possible, not bread again for lunch, but a warm meal.
- If possible, ask the tutor(s) to meet with the group before the opening ceremony to introduce themselves.
- Organise a special table or group of tables where the young participants can sit together at the banquets.
- Arrange for the young participants to be introduced at the opening ceremony or banquet. Make sure that a microphone and a P.A. are available!

Interaction Youth Meets Old(er)

Development of activities to enable interaction between the young authors and other UNICA visitors during the workshop and during the festival.

Recommended: the 'Pizza Pitch'. In Zeist (2019) it was very successful. Senior UNICA participants sat together with YUW participants to discuss the film concept the young people had developed.

Recommended: Discussion Young meets Old(er), choose a theme (in Zeist it was "What makes you tick"). Plan this discussion at the beginning of the week or half-way to get the most out of the interaction. More YUW participants can then be involved. Towards the end of the festival they are all very busy with editing.

PR

Start posting photos and text messages on the UNICA Facebook page and your own Facebook page and website as soon as possible and update your posts regularly.

Franka Stas, November 2019

19. List of Annexes

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Annexe 4 Checklist Jury: for the 20zz local organisation

Annexe 5 Congress Rooms and Finances

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Annexe 7 List of National Organisations in UNICA Membership

Annexe 8 Data Privacy Statement

Authors:

Manual: Bernhard Lindner (D)

Reference version: German

Young UNICA Workshop: Franka Stas (NL)

Reference version: English

Translation Manual EN: Dave Watterson

Translation Manual FR: Nora Toupet

Translation Workshop (YUW) EN, DE, FR Franka Stas

20. Annexe 1: Timetable for a UNICA Congress (Planning to Opening)

Time to the Congress	Activity	Who		Remarks, helpful hints, explanations	Done?
X > 3 - 4 years	Idea of running a UNICA in your own country	organiser			
	Search for location, date and venue	organiser			
	Investigate financing and sponsoring options	organiser			
	Resolve to have the event in your country	organiser			
X - 3 years	Register that decision with the UNICA committee.	organiser			
	Your offer is noted	UNICA committee / GA		It is recognised at the General Assembly and noted in the Minutes	
	Approach city and national, institutions, search for contact people	organiser			
	Approach sponsors, find a contact person	organiser			
X - 2 years	Form an organising committee (OC), assign jobs	organiser / OC			
	Work out a budget	organiser / OC			
	Apply for grants and sponsorship money	organiser / OC	!	Important because cities, institutions and large companies (sponsoring) usually plan 2 years in advance.	
	Apply for EU Funds	organiser / OC	!	There is a chance of checking on these through MEPs	
	Seek the definite agreement of the UNICA GA	organiser / OC			
	Registration is accepted	UNICA committee / GA		is confirmed at the General Assembly and noted in the Minutes	

X - 20 months	Plan excursions and banquets	organiser / OC			
	Plan workshop/s	organiser / OC			
X - 18 months	UNICA committee visits the venues	UNICA committee / organiser (OC)			
	UNICA committee holds a meeting at the venue.	UNICA committee / OC		Part of that meeting will be a discussion with the OC and hosts.	
X - 16 months	Create and launch website	organiser / OC	!	basic information (place, date)	
	Reserve hotels	organiser / OC	!		
	Design your logo	organiser / OC		If it incorporates the official UNICA logo, that must be recognisable and may not be changed.	
	Prepare advertising material (info brochures, posters, hotel lists)	organiser / OC			
X - 12 months	Presentation of your event at the Congress in the preceding year	organiser / OC	!	With hotel lists and advertising material	
???	Discuss the detailed arrangements at a UNICA Committee Meeting.	organiser / OC	!	Committee member from the organising country or president of the OC	
	Invite honoured guests and confirm the degree of support they can give	organiser / OC	!	Local mayor / government minister Possibly enquire about patronage from them.	
X - 10 months	Reserve rooms for the jury members, jury coordinator and translators.	organiser / OC		Jury, coordinator, translators and, if applicable, committee after consultation with UNICA Secretary General	

X - 8 months	Put the preliminary programme on website	organiser / OC	!	Film programme perhaps without country names, certainly with a warning of possible changes. Also show information about the Congress programme, excursions etc. and registration form for participants	
X - 6 months	UNICA Committee invites National Organisations to register films and to give each chosen film maker an Author Form.	UNICA committee	!	Film registration instructions go directly to member organisations, no publication on the website	
X - 4 months	Create participant lists with arrival, departure, hotel etc.	organiser / OC		Coordination with Secretary-General of UNICA committee	
X - 4 weeks	Publish film details on website	organiser / OC	!	Listing may be begun earlier and added incrementally.	
X - 3 weeks	Layout for programme brochure Compile the programme brochure	organiser / OC			
X - 2 weeks	Print the programme brochure	organiser / OC			

21. Annexe 2: UNICA Film scheduling options

Recommendations

1. First phase without country names,
2. Second phase with country names, when the participating countries are known.
3. Length of the breaks (at least 20 min, recommended 30 min.)
4. General Assembly: Friday afternoon 3 hours (4 hours in an election year)
5. Friends of UNICA: Thursday midday 2 hours
6. WMMC: Friday afternoon / evening

hh:mm	<u>for 8 Countries/day</u>	<u>for 7 Countries/day</u>	<u>for 6 Countries/day</u>	<u>for 5 Countries/day</u>
08.00	<i>Breakfast</i>	<i>Breakfast</i>	<i>Breakfast</i>	<i>Breakfast</i>
09.00	National Programme A	National Programme A	National Programme A	National Programme A
10.00	National Programme B	National Programme B	National Programme B	National Programme B
11.00	<i>Break 30 min</i>	<i>Break 30 min</i>	<i>Break 30 min</i>	<i>Break 30 min</i>
11.30	National Programme C	National Programme C	National Programme C	National Programme C
12.30	Jury Discussion A B C			
13.00	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>
14.30	National Programme D	National Programme D	National Programme D	<i>Free for</i>
15.30	National Programme E	National Programme E	National Programme E	<i>local</i>
16.30	<i>Break 30 min</i>	<i>Break 30 min</i>	<i>Break 30 min</i>	<i>event</i>
17.00	National Programme F	National Programme F	National Programme F	
18.00	Jury Discussion D E F	Jury Discussion D E F	Jury Discussion D E F	
18.30	<i>Dinner</i>	<i>Dinner</i>	<i>Dinner</i>	<i>Dinner</i>
20.00	National Programme G	National Programme G	<i>Free for</i>	National Programme D
21.00	National Programme H	Jury Discussion G	<i>Local</i>	National Programme E
22.00	Jury Discussion G H	<i>Leisure</i>	<i>event</i>	Jury Discussion D E
22.30	<i>Leisure</i>	<i>Leisure</i>		<i>Leisure</i>
00.00	<i>Sleep well (8 hours)</i>			

22. **Annexe 3: Content of the UNICA Congress**

- Reception of UNICA participants
- Provision of information such as programme booklet, hotels, transfers and excursions
- Opening of the UNICA Congress with a maximum duration of 1.5 hours perhaps including presentation of a gold medal film from the previous year (after consultation with the committee). Speeches / greetings from representatives of the authorities, the organiser, the UNICA President and other personalities.
- The text should be translated into the 3 UNICA languages and shown on the screen or distributed in writing.
- Presentation of the national programmes in the order in which they were drawn in the previous year
- Public jury discussions in French/English/German.
- Workshops for Young UNICA and others as required
- Excursions (1 full-day trip, 1 half-day excursion or 3 half-day excursions, concerts or other events) at the discretion of the organiser and with consideration of the costs of the Congress Card, including meals during these excursions.
- Presentation of the World Minute Movie Cup or other events that need to be coordinated with the UNICA Committee.
- General Assembly of UNICA (must be scheduled one year in advance)
- Meeting of the "Friends of UNICA" (approx. 2 hours, to be agreed with the UNICA Committee and the President of the Friends of UNICA).
- Presentation of the next UNICA Congress and handing over of flags to the next organiser
- Prize giving
- Closing event with any special tributes and banquet.

23. Annexe 4 Checklist Jury: for the 20zz local organisation

The jury will meet in the jury room each working day 15 minutes before start of the programme and then go together into the cinema.

Needed in the cinema at each of the 6 positions (5 x Jury, 1x Coordinator)

- a desk, table or similar
- individual light
- Paper / writing pad documents for notes and the evaluation of the films and pen / pencil
- Total overview of all films with columns for scoring and special prizes
- The official total programme with all movies and information
- mineral water, non-alcoholic beverages and/or coffee / tea

Two to three times a day the public jury discussion will take place on stage

- 5 chairs and desks on stage are needed
- 3 microphones are needed, at least one of which is a wireless microphone.
- The coordinator will coordinate the public discussion (sequencing, time flow, time control)

For the simultaneous translations the Jury needs 6 headphones (5 x Jury, 1x Coordinator)

Jury room facilities (available all day and close to the screening room)

- tables and seats for 8 people (including coordinator and two translators.)
- mineral water
- coffee with sugar and milk
- soft drinks (nice to have)
- cookies (nice to have)
- fruits (nice to have)
- local snacks / specialities (nice to have)

At the end of each day there will normally be an internal jury meeting in the jury room (1-2 hours)

The jury, and sometimes the partners of the jury members, will eat lunch and dinner together – partners at their own cost.

- The OC pays for the food for Jury members and Coordinator on projection days.
- A special room would be perfect or a quiet and separate part in the restaurant would be very useful.
- There is also the possibility of issuing vouchers for meals.
- A vegetarian meal is sometimes required.

The UNICA Prizes

- Prix INTERNATIONAL CICT-UNESCO "Delmiro de CARALT" for a production emphasising ethical values and which stimulates peace, culture and non-violence. (Provided by CICT/UNESCO.)
- Most interesting national programme UNICA 20 ZZ (Provided by the organisers.)
- Best of each competition category:
 - Main category
 - Young UNICA category
 - Film school category
- WMMC (World Minute Movie Cup) Prizes – 1st, 2nd and two 3rd (provided by the organiser) These are decided by audience vote during the competition play-off.
- These and any special prizes offered by the local UNICA organisation and approved by the UNICA Committee are decided by the jury. For the special prizes six copies of a list of them stating the purpose of each extra award, must be given to the Jury Coordinator before the festival.

Special Prizes

Six copies of the list with reasons must be handed over to the Jury Coordinator before the festival: (5 for the jury members and one for the jury coordinator).

Name of the Award	Reason for which the award is given.

24. Annexe 5: Congress Rooms and Finances

ROOMS	MUST	SHOULD	CAN
Congress hall for about 300 people, suitable for film / video projection, capable of being blacked-out.	X		
Room/hall for UNICA General Assembly about 90 people (It may be the same room as the Congress Hall.)	X		
Room for Jury (8 people) lockable and always available	X		
Room for UNICA Committee meetings about 18 people lockable	X		
Conference office with PC, printer, copier, telephone and fax	X		
WiFi network in the reception area, conference office, jury room and UNICA committee room.		X	
Room for Young UNICA for talks and as editing room		X	
Quiet room for first-aid / rest room with couch		X	
2 smaller rooms for seminars/workshops/discussions for about 30 people		X	
FINANCES	MUST	SHOULD	CAN
Jury – 5 jury members & 1 jury coordinator			
Accommodation	X		
Meals/drinks during meetings	X		
Congress Cards	X		
Meals/Beverages Lunch/Dinner	X		
Recognition gift for the work as jurors		X	
Reimbursement of expenses (jury)			X
Translators – at least 3 en / fr / de & possibly local language			
Accommodation	X		
Congress Cards	X		
Meals/beverages during meetings	X		
Expense allowance	X		

Young UNICA Workshop participants – young people from National Organisations			
Congress Cards: ½ from organiser ½ from UNICA for 1 per country	X		
Accommodation		X	
Meals			X
Jeunesse leader/s			
Congress Card		X	
Accommodation		X	
Meals			X
Subsidy UNICA for workshop subject to decision of the AGM 2019	1800 Euro maximum 2019, 2020, 2021		
UNICA Committee 12			
Congress Cards		X	
Accommodation			X
Prizes			
Most interesting National Programme	X		
Category Awards: main, jeunesse, film school	X		
WMMC: 1st, 2nd and two 3rd prizes	X		
Special prizes (at discretion and cost of organising committee)		X	
Gift / acknowledgement for participating authors			X
Miscellaneous	MUST	SHOULD	CAN
Translation system with booths; simultaneous system for 3 languages for 7 days. 4 languages if host country does not use en/fr/de. The system should be used until the end of the closing ceremony. The suppliers must be told to set up the booths for the main language which will be used at the event.	X		
Note that the simultaneous system should be ordered at least 10 months before the Congress and allow time for it to be set up – at least one hour.			
Voting equipment for the jury is supplied by UNICA (Thomas Kräuchi)			

25. **Annexe 6: Helpful tips and hints**

Hotels and Restaurants

- Speak to the hotel manager when negotiating room reservations for a "one-week break" rather than a "conference". You may be able to get more realistic rates.
- Search offers for nine-day Bed and Breakfast packages.
- Find special conditions for additional overnight stays before and after the event. Some visitors love to take a holiday at the UNICA and to come earlier or leave later.
- There will be requirements for single rooms and rooms with easy access for people with disabilities.
- Ensure that all catering establishments used are able to serve meals quickly, especially at midday.
- Make sure that there are vegetarian dishes and ideally arrangements for other special diets (e. g. gluten-free).

Pauses

- It is helpful to show a countdown on the screen during the two-minute pause between each film.
- It is helpful to point out the end of the half hour breaks and meal breaks with an audible warning that can be heard in the theatre and foyers.

Ordering and Payment

- It is helpful to offer visitors the possibility of choosing which event or excursion they want to visit (i.e. give them the chance to book individual events of the Congress.)

Information for participants

- Create a list of the most popular places and things which are worth seeing for people who don't want to participate in all the screenings, and prepare information on how to get there by public transport.
- It has proved very useful to set up screens at the entrances to the projection room on which the current film can be seen with details of length, title and author as well as the remaining running time of the film. This means that there is less interference from viewers who want to enter the auditorium during the film. (UNICA 2018 Blansko)

Planning of Congress, events and excursions

- During the planning phase, it is very helpful to check the details of the walkways and the number of stairs. Note that "5 minutes on foot" may be trivial for young, fit people, while the same route may be difficult for disabled people.
- It may be helpful to provide a post box at the festival office and to offer stamps and postcards (with motifs of the venue or with UNICA motifs of the event) for sale. Participants often do not have the time or opportunity to send their mail. The sale of postcards could even lead to a small additional income for the organiser.

- Ensure that all catering establishments recommended to participants are able to offer meals quickly and without long waiting times. This is especially important at lunchtime, as there is very little time available at the lunch break.
- Try to ensure that vegetarian dishes and possibly also other special diets, e. g. lactose-free, are offered and tell Congress participants of these catering establishments.
- Sometimes, where it is possible, the installation of a tent with beer tables and benches with catering has proved very successful (UNICA 2018 Blansko).
- Send information about the UNICA event (newsletter) to interested parties before registering and keep them up to date with the latest news.
- Inform people who register for the event that their personal data will not be used for other purposes and will be deleted after the end of the year of the UNICA event.
- UNICA can send emails to its general mailing list on your behalf. Ask the Secretary-General or President.
- The idea is to let people experience your event and feel that they are already involved in the run-up to it, not only customers at the Congress.
- At the events, the host nation should try to create something special and unique.
- It is customary to plan an opening event to welcome visitors. But keep in mind that the audience comes from many countries, and at least the three UNICA languages: German, English, French plus the language of the host country must be available. For formal speeches, it is recommended to receive and translate the texts in advance and to project their translation onto a screen behind the person speaking.
- It is customary to hold an opening banquet after the opening ceremony if appropriate. The organiser has a free hand in the organisation. UNICA would be pleased to see new and original ideas. This may, but does not have to, be an elaborate and costly affair.
- Many of our long-time participants might have problems with a self-service buffet, so that service at the table seems to make sense.
- After the award ceremony it is usual to stage a closing event (gala). Again, remember that audiences come from many countries and at least the three official languages: German, English, French and the language of the host country must be available.
- It is important that, if simultaneous translation systems are in use, they should remain in place until the end of the closing ceremony.
- In our experience, communication is very important at this event. Try to take this into account when selecting the volume of any music provided. Here, too, the organiser is free in the planning. UNICA would be pleased about fresh thinking and new, original ideas.

26. **Annexe 7: UNICA members**

The list with the current data is available at the official UNICA website (unica-web.one): PDF member data available

27. **Annexe 8: Data Protection**

UNICA (Union Internationale du Cinéma) only uses contact information for the internal running of the organisation. We never give or sell such information to others.

UNICA presents publicly on its website and in occasional newsletters:

- Contact information for the National Organisations, which are its members.
- Contact information (usually just an email address) for the President, Secretary-general, Treasurer, Webmaster, Friends of UNICA officer and Patronage officer.
- Lists the names, but not the contact information, of film makers who take part in our annual competition or whose films are in our film archive.
- UNICA stores and uses for its internal operations, but does not make public, the contact information for:

Its committee, any special advisers, members of UNICA juries.

- When someone retires from such duty, their information is deleted at the end of the calendar year.
- Members of the Friends of UNICA group.
- This is used once or twice a year to send information about future meetings. If people leave the group, their details are deleted.
- Most of the film-makers whose work is in our film archive.
- These are kept indefinitely, so that if we receive an enquiry about the use of a film, we can contact the film maker.
- A list of people who have expressed interest in receiving information about future UNICA events.
- This is usually used once a year to provide details of the next annual Congress and Film Festival. Details are retained for two years unless recipients request to remain on the list.
- In co-operation with the National Organisation which hosts the annual Congress and Festival each year, we hold contact information of the people who take part in the event.
- This information is used only for practical contact before, and on rare occasions immediately after, the event. (For example, to return lost property.) Such records are deleted at the end of the calendar year.
- Anyone on these records can ask for them to be amended or deleted by contacting the Data Protection Officer on info@unica-web.com.

UNICA Website

- We use Google Analytics to assess and improve the website. We also present embedded videos from hosts such as YouTube, Vimeo and DailyMotion. All of these involve the automatic sending of information - not your name, address or email but about your browser and which websites you visited immediately before and afterwards.
- We link to many other websites and are not responsible for their actions.

Please address any enquiries about UNICA Data Privacy matters to info@unica-web.com.